



## DEPARTMENT OF EDUCATION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	DEPARTMENT OF EDUCATION	<b>RELEASE DATE:</b>	Thursday, May 13, 2010
<b>POSITION TITLE:</b>	Director, District and School Improvement Division	<b>FINAL FILING DATE:</b>	Thursday, May 27, 2010
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 8,594.00 - \$ 9,476.00 / Month	<b>BULLETIN ID:</b>	05062010_4

### POSITION DESCRIPTION

California's public education system is administered at the state level by the California Department of Education (CDE), for the education of more than 6.2 million students from pre-kindergarten age to adult education.

The CDE is currently recruiting for Division Director of the District and School Improvement Division. CDE Division Directors are an integral part of the CDE's leadership team. The Division Director is responsible for the policy development and management of the CDE's school, district, and state intervention systems for low performing students including High Priority Schools Grant Program, Quality Education Investment Act, District Improvement Office, Regional Coordination and School Support, Title 1 Accountability and Partnerships Office, and School Support and Title I Basic Office; developing criteria to evaluate and monitor the state's lowest performing schools and local programs; managing and directing the work of the staff of the Division, including Education Administrators and other professional and technical staff; directing the implementation of state intervention programs and Elementary and Secondary Education Act (ESEA); directing the preparation of legislation, regulations, and the analysis of federal and state legislation affecting division work; developing state policy and criteria affecting school and district accountability issues, including Title I and ESEA; developing and making recommendations to the State Superintendent of Public Instruction (SSPI) and State Board of Education (SBE) for departmental actions; providing information to the Legislature, SBE, and the Governor's office regarding school and district accountability programs; recommending changes in statute or policy to make programs more effective; attending, presenting, and providing advice to various committees of the SBE as necessary; appearing and presenting positions of the SSPI, the SBE, and the CDE before legislative and judicial forums; meeting with local community representatives to discuss positions of the department relative to the functions of the Division.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

**Either I**

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

**Or II**

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

**Or III**

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

**Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

**KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

### **DESIRABLE QUALIFICATION(S)**

1. Experience in managing multi-disciplinary professional and technical staff in order to advance the activities of a diverse program.
2. Experience administering federal and state funds for educational programs including managing and responding to fiscal audits and program compliance reviews.
3. Experience at the administrative or managerial level developing educational policies and implementing and evaluating educational programs.
4. Experience at the managerial level in strategic planning, performance measurement, benchmarking and organizational development.
5. Experience developing and maintaining cooperative working relationships with, and securing the support of, internal and external groups (i.e., the Legislature, local, state and/or federal government, stakeholders, etc.) that add value to the organization and to the efficiency and effectiveness of its programs.

### **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Director, District and School Improvement Division**, with the **DEPARTMENT OF EDUCATION**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an application, resume, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the “Desirable Qualifications”, and may also serve as documentation of each candidate’s ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. The Statement of Qualifications may be the only basis for your final score and rank on the eligible list.

**FILING INSTRUCTIONS**

Please submit the following:

- A standard State Application (STD. 678) and a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed on page 2.
- A Statement of Qualifications which describes your experience, knowledge and abilities as they relate to each "Desirable Qualification" factor listed under the "Desirable Qualifications" section of this bulletin. You must provide specific examples for each Desirable Qualification factor. The Desirable Qualification factors must be addressed and numbered in the same order as listed. The Statement of Qualifications should not exceed three pages in length with a minimum font size of 10 pitch.
- Applications submitted without a Statement of Qualifications will be rejected from this examination. • Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.

**APPLICATIONS, RESUMES, AND STATEMENT OF QUALIFICATIONS MUST BE RECEIVED BEFORE 5:00 P.M. ON THE FINAL FILING DATE 05/21/2010.**

**Interested applicants must submit:**

**Applications must be submitted by the final filing date to:**

DEPARTMENT OF EDUCATION, Selection Services Office  
1430 N Street, Sacramento, CA 95814  
Susan Bulmer | 916 319-0857 | [sbulmer@cde.ca.gov](mailto:sbulmer@cde.ca.gov)

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF EDUCATION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>